

**Submitted:** 3/28/2018  
**Jurisdiction:** Chevy Chase Village  
**Agency:** Government  
**Division/Unit:**

**Maryland State Archives**  
 Edward C Papenfuse State Archives Building  
 350 Rowe Boulevard  
 Annapolis, MD 21401

**Certificate ID:** 1150  
**MSA ID:** SE55-4938  
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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Village Hall Rental Policy and Regulations	M307	103H	2003	0.05 cu ft.	08/15/2014	Recycle
2	Building Permit Data Base and Building Permit Deposit Refunds	M307	102A	1990-1995	0.05 cu ft.	08/15/2014	Recycle
3	Building Permitting Applications	M307	102A	1983-2004	0.05 cu ft.	08/15/2014	Recycle
4	Requests for Proposals-Tree Planting	M307	105G	1994	0.05 cu ft.	08/15/2014	Recycle
5	Contract-Tree Planting-Burton and Sons	M307	105F	1994	0.05 cu ft.	08/15/2014	Recycle
6	Copy of 1990 Census-NOT ORIGINAL	M307	103F	1990	0.05 cu ft.	08/15/2014	Recycle
7	Cellular One Mobile Phone Purchase Order	M307	105D	1993	0.05 cu ft.	08/15/2014	Recycle
8	Chevy Chase Circle Maintenance Agreement	M307	105F	December 1997-December 1998	0.05 cu ft.	08/15/2014	Recycle
9	Hall Rental Applications	M307	103K	October 2002-March 2003	0.05 cu ft.	08/15/2014	Recycle
10	Miscellaneous report on leasing/renting a communications system	M307	M104	1994, 1996	0.05 cu ft.	08/22/2014	Recycle
11	Request for Bids for Radio Communications Equipment	M307	105H	August 12, 1996-October 12, 1996	0.05 cu ft.	08/22/2014	Recycle
12	Purchase Order from COMP USA for a desktop computer and printer	M307	105D	1994	0.05 cu ft.	08/22/2014	Recycle
13	Paid Invoice for purchase of a Dell desktop	M307	105D	1995	0.05 cu ft.	08/22/2014	Recycle

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Shana Davis-Cook	Village Manager	3/28/2018
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14	Official Correspondence between Chevy Chase Village and Systems Support Services to set up computer consulting services	M307	103B	1994	0.05 cu ft.	08/22/2014	Recycle
15	Composting Informational Booklet from Montgomery County Department of Environmental Protection	M307	103B	1994	0.05 cu ft.	08/22/2014	Recycle
16	Work Orders/Requests for Service for Village Copy Machine	M307	103M	2002	0.05 cu ft.	08/28/2014	Recycle
17	Contract with Ricoh Corporation for Copier Service	M307	105F	1993	0.05 cu ft.	08/28/2014	Recycle
18	Official Correspondence to enhance police services in areas around the Village	M307	103B	1994-1995	0.05 cu ft.	08/28/2014	Recycle
19	Copies of unused contract for services templates	M307	105F	1990-1996	0.05 cu ft.	08/28/2014	Recycle
20	Drafts of newsletters from 1994-1995	M307	103A	1994-1995	0.05 cu ft.	08/28/2014	Recycle
21	Computer Information System User Agreement	M307	105F	1990-1995	0.05 cu ft.	08/28/2014	Recycle
22	Request for Proposal from Montgomery County Public Schools and Montgomery County government requesting the Village's proposal to provide full banking services to these governmental agencies	M307	105G	1993	0.05 cu ft.	08/28/2014	Recycle
23	SBC Cable Franchise Negotiation	M307	103J	October 1997	0.05 cu ft.	08/28/2014	Recycle
24	Cable TV Franchise Transfer from Prime Communications-Potomoc to Comcast Cable	M307	103B	2000-2002	0.05 cu ft.	08/28/2014	Recycle

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25	Cable TV Franchise Strategic Implementation Team	M307	103B	1998	0.05 cu ft.	08/28/2014	Recycle
26	Chevy Chase Village - Community Coalition for Bethesda-Chevy Chase High School	M307	103B	1995	0.05 cu ft.	08/28/2014	Recycle
27	County Deer Report 1999	M307	103F	1999	0.05 cu ft.	08/29/2014	Recycled
28	CCV Police Department Daily Activity and Monthly Incident Reports	M307	104F	March - October 2000	0.05 cu ft.	09/02/2014	Recycle
29	Chevy Chase Village Database Integration Proposal	M307	105G	June 1999	0.05 cu ft.	09/02/2014	Recycle
30	Official Correspondence with Data Management Design, Inc. regarding an on-site performance review of two Data Management Design, Inc employees who fixed computer problems at CCV	M307	103B	February 1995	0.05 cu ft.	09/02/2014	Shred
31	Refunded Damage Deposits for Hall Rentals	M307	105D	1993-1994	0.05 cu ft.	09/02/2014	Shred
32	Police Report regarding car accident on 9/27/1993	M307	104F	September-October 1993	0.05 cu ft.	09/05/2014	Recycle
33	Correspondence between the Village and Phyllis Kass regarding a donation to "Ellen's Run"	M307	103B	June 26-30, 2006	0.05 cu ft.	09/05/2014	Recycle
34	Official correspondence between the Village and John Talbott regarding his donation of a piano to the Village	M307	103B	May 1996	0.05 cu ft.	09/05/2014	Recycle

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35	Correspondence between the Village and Montgomery County Planning Board regarding Friendship Heights stormwater management ponds on Bethesda and Chevy Chase parkland	M307	103B	December 9, 1993	0.05 cu ft.	09/05/2014	Recycle
36	Interdepartmental Memoranda regarding the hiring of former Chevy Chase Village Police Department officer, Gloria Farias	M307	103E	October 19, 1993	0.05 cu ft.	09/05/2014	Shred
37	Correspondence between the Village and its former legal counsel, David Podolsky regarding residents setting up day cares in their homes	M307	103B	May 1994	0.05 cu ft.	09/05/2014	Shred
38	Blank Hall Rental Applications	M307	103K	1993	0.05 cu ft.	09/05/2014	Recycle
39	Quote from Guardian Fire Protection Service regarding the Village's kitchen exhaust hood duct	M307	103M	September 1993	0.05 cu ft.	09/05/2014	Recycle
40	Request for Proposal for the implementation of a Geographic Information Computer System for the Village of Chevy Chase	M307	105G	January 1994	0.05 cu ft.	09/05/2014	Recycle
41	Interdepartmental Memos regarding the Holiday Party	M307	103E	1998, 1999, 2000, 2002, 2003, 2004, 2005, 2006	0.05 cu ft.	09/18/2014	Recycle
42	Purchase Orders for Holiday Party	M307	105D	1997, 1999, 2000, 2002, 2003, 2004, 2005, 2006	0.25 cu ft.	09/18/2014	Shred
43	Auto collision incidents, thefts	M307	104D	1996,	0.05 cu ft.	09/18/2014	Shred

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44	Request for Proposal and Response for construction monitoring and materials testing services for Chevy Chase Village street payment rehabilitation project	M307	105H	November 1993	0.05 cu ft.	09/18/2014	Recycle
45	Responses to Chevy Chase Village's Request for Proposals regarding Information Systems Consulting Services	M307	105H	March 2002	0.05 cu ft.	09/18/2014	Recycle
46	Financial Disclosures regarding the 1990 Tax Forms	M307	100F	FY 1990	0.05 cu ft.	10/24/2014	Shred
47	Installation proposal to install Irrigation system at the Village from Irrigation Unlimited, Inc	M307	105G	May 2002	0.05 cu ft.	10/24/2014	Shred
48	Auto accidents for FY 1999	M307	104D	FY 1999	0.05 cu ft.	10/24/2014	Shred
49	Proposal from Mainstreet Software Corporation to update the accounting software system	M307	105G	February 2004	0.05 cu ft.	10/24/2014	Recycle
50	Contract between McCartney Lewis Architects regarding Village Hall Exterior Renovation	M307	105F	1993-1994	0.5 cu ft.	10/24/2014	Recycle
51	Official correspondence between Anne Lewis, of McCartney Lewis Architects regarding Village Hall Exterior Renovation	M307	103B	July 1993	0.05 cu ft.	10/24/2014	Recycle
52	Citation for Joseph Albert Paving regarding the non-permittal removal of a tree at 107 Primrose Street	104A	M307	June 1994	0.05 cu ft.	10/24/2014	Recycle
53	Official correspondence between the Village and residents regarding the Alarm Signs, against the Village Ordinance	M307	103B	Feburary- March 1994	0.05 cu ft.	10/24/2014	Recycle

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54	Interdepartmental memos regarding the Village's Alarm Signs and Sign Ordinance	M307	103E	December 1995	0.05 cu ft.	10/24/2014	Recycle
55	Janitors for Justice picketing demonstration file	M307	103J	1997	0.05 cu ft.	10/24/2014	Recycle
56	FY 2009 Health Benefits	M307	105F; 105G	FY 2009	0.05 cu ft.	10/24/2014	Recycle
57	FY 2008 Health Benefits	M307	105F; 105G	FY 2008	0.05 cu ft.	10/24/2014	Recycle
58	FY 2007 Health Benefits	M307	105F; 105G	FY 2007	0.05 cu ft.	10/24/2014	Recycle
59	Dutch Elm Disease Inspection Request Forms	M307	103J	1999	0.05 cu ft.	10/24/2014	Recycle
60	Dutch Elm Disease Treatment and Removal Correspondence and Reports	M307	103J	2004-2005	0.05 cu ft.	10/24/2014	Recycle
61	Supporting documents for the creation of the 1995 resident directory	M307	105J	1995	0.05 cu ft.	10/24/2014	Shred/Recycle
62	Correspondence from the Fire Marshal regarding renovation of the Village Hall	M307	103G	1993	0.05 cu ft.	10/24/2014	Recycle
63	Interdeparmental memoranda on tax-free reimbursement accounts	M307	103E	March 1995	0.05 cu ft.	10/31/2014	Shred
64	Investment Log 1995-1997	M307	105D	1995-1997	1 cu ft.	10/31/2014	Recycle
65	Contract between Beltway Express Communicatons and the Village regarding the Police Department's two-way operating equipment	M307	105F	February 1993	0.05 cu ft.	10/31/2014	Recycle
66	Notification from Bell Atlantic regarding upcoming telephone pole work in the Village	M307	103M	August 1998	0.05 cu ft.	10/31/2014	Recycle
67	Police Departments's September 1996 incident report	M307	104D	September 1996	0.05 cu ft.	10/31/2014	Recycle

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68	Chevy Chase Village Police Department Justification proposal for Bicycle Patrol Unit	M307	104F	1991	0.05 cu ft.	10/31/2014	Recycle
69	Request for Proposal from PHR&A regarding ChevyChaseVillageGIS	M307	105F	MAy 1994	0.05 cu ft.	10/31/2014	Recycle
70	Correspondence between the Village and Stephanie Milton regarding the proper disposal of pet waste	M307	103B	July 1998	0.05 cu ft.	10/31/2014	Recycle
71	Contract between Peterson/Collins and the Village regarding the exterior renovation of the Village Hall	M307	105F	1993	0.05 cu ft.	10/31/2014	Recycle
72	Hazardous Materials Use Permit-1995	M307	102a	1995	0.05 cu ft.	11/07/2014	Recycle
73	Highway User Reimbursement request for gasoline and motor vehicle revenue funds	M307	103J	1993	0.05 cu ft.	11/07/2014	Recycle
74	Public Demonstration Permit	M307	102	August 1997	0.05 cu ft.	11/07/2014	Recycle
75	Section 3 Council of the Village approved the use of Boxwood, an estate in the Village for Holiday Decorators Show House	M307	103J	Decemer 1995	0.05 cu ft.	11/07/2014	Recycle
76	Polling Place Agreement between the Village and Montgomery County for the building to be used as a polling plac by the Board of Supervisors of Elections	M307	103J	September-November 1994	0.05 cu ft.	11/07/2014	Recycle
77	Correspondence between the Village and the Town of Somerset regarding a Police Services Agreement	M307	103B	2005	0.05 cu ft.	11/07/2014	Recycle
78	Monthly Police Incident Reports	M307	104D	1993-1994	0.05 cu ft.	11/07/2014	Recycle

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79	Request for Bids and Responses regarding the Police Department's Renovation	M307	105G	1994	0.05 cu ft.	11/07/2014	Recycle
80	Police Probationary Agreement	M307	104F	1994	0.05 cu ft.	11/07/2014	Recycle
81	Request for bids and responses to the rehabilitation of the Police Department	M307	105H	1994	0.05 cu ft.	11/07/2014	Recycle
82	Village Police Activity Memos	M307	104F	1994-1996	0.05 cu ft.	11/07/2014	Recycle
83	Post Office Lease Renewal	M307	105E	1994-1998; 1999-2003; 2004-2008;	0.05 cu ft.	11/07/2014	Recycle
84	Police Officer Pay Scales	M307	104F	1994	0.05 cu ft.	11/14/2014	Recycle
85	Real Estate Logs for FY 2005-2007	M307	105D	2005-2007	0.05 cu ft.	11/14/2014	Recycle
86	Memo regarding the use of radar guns for the Village Police Officers	M307	103E	1993	0.05 cu ft.	11/14/2014	Recycle
87	Resident Parking Permits	M307	102	1992-1993	0.05 cu ft.	11/14/2014	Recycle
88	Refuse and Recycling Request for Proposals	M307	105H	2005	0.05 cu ft.	11/14/2014	Recycle
89	Refuse Report 1995-1996	M307	103J	1995-1996	0.05 cu ft.	11/14/2014	Shred
90	Correspondence between the Village and Wildcat Refuse, Inc regarding refuse collection in the Village	M307	103B	1996, 1997	0.05 cu ft.	11/14/2014	Recycle
91	Yair Rozmaryn Employee File: Termination: 5/7/2005	M307	101B	2005	0.05 cu ft.	11/14/2014	Shred
92	Correspondence to residents regarding the rodent infestation on Grove Street	M307	103J	1993	0.04 cu ft.	11/14/2014	Recycle
93	Contract Bid from Printing Services from Rockville Printing	M307	105H	2003	0.05 cu ft.	11/14/2014	Recycle

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94	Official Correspondence regarding the proposed Ride On Bus route through Chevy Chase Village	M307	103B	2006	0.05 cu ft.	11/14/2014	Recycle
95	Request for Proposal regarding Solid Waste Disposal	M307	105G	1993	0.05 cu ft.	11/14/2014	Recycle
96	Copies of Supreme Court cases regarding Solicitation Rules and Regulations	M307	103J	1997	0.05 cu ft.	11/14/2014	Recycle
97	Request for bids and responses regarding general tree maintenance, removals, and emergency services in the Village	M307	105H	1994	0.05 cu ft.	11/14/2014	Recycle
98	Sign Permit Applications	M307	102	1992-2003	0.05 cu ft.	11/14/2014	Recycle
99	Request for proposal and responses regarding the professional landscape architectural services for the Village	M307	105G	1994	0.05 cu ft.	11/14/2014	Recycle
100	Contract between Starpower Communications, LLC and the Village regarding the installation of fiber-optic cales, wires,and other facilities in the public rights-of-ways within the Village	M307	105F	2007	0.05 cu ft.	11/14/2014	Recycle
101	Building perit applications for: 11 West Kirke Street; 20 West Kirke Street; 26 Grafton Street;6000 Western Avenue; 4012 Oliver Sreet; 19 West Kirke; 9 West Lenox; 14 West Lenox; 1 Quincy	M307	102A	1992-2009	0.05 cu ft.	11/21/2014	Recycle
102	Request for proposals and responses for street rehabilitation and maintenance projects	M307	105G	1993, 2001	0.05 cu ft.	11/21/2014	Recycle
103	Street Maintenance contract with NZI Corporation	M307	105F	1997	0.05 cu ft.	11/21/2014	Recycle

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104	Correspondence between the Village and the Town of Chevy Chase regarding street sweeping services	M307	103B	2000	0.05 cu ft.	11/21/2014	Recycle
105	Business license applications	M307	103J	1994	0.05 cu ft.	11/21/2014	Recycle
106	Instructors' Letters of Agreement	M307	103L	2006	0.05 cu ft.	11/21/2014	Recycle
107	Letter of Credit for NZI Construction	M307	103J	1998	0.05 cu ft.	11/21/2014	Shred
108	Leadership Montgomery Application for Ms. Martha Jones	M307	103J	1997	0.05 cu ft.	11/21/2014	Recycle
109	Correspondence between Jerry Schiro and the Board of Managers regarding the leaf collection policy in the Village	M307	103J	1997	0.05 cu ft.	11/21/2014	Recycle
110	Payment receipts for Laurie Hawkins Education Fund	M307	105D	1998	0.05 cu ft.	11/21/2014	Recycle
111	Request for bids regarding construction of stormwater facilities.	M307	105H	1996	0.05 cu ft.	11/21/2014	Recycle
112	Landscaping proposals and responses regarding the landscaping services to village parks.	M307	105G	1994	0.05 cu ft.	11/21/2014	Recycle
113	Local Government Insurance Trust	M307	105I	1995-1996;2002-2003;2001-2002;2003-2004	0.05 cu ft.	11/26/2014	Recycle
114	Correspondence between the Village and EE Lyons Construction regarding an accident where the contractors hit the side of the office building	M307	103B	1995	0.05 cu ft.	11/26/2014	Recycle

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115	Official Correspondence regarding copies of documents concerning the insurance industry for antitrust litigation	M307	103B	1994	0.05 cu ft.	11/26/2014	Recycle
116	Contract between MM Parker Company and the Village regarding preventative maintenance and services	M307	105F	1990	0.05 cu ft.	11/26/2014	Recycle
117	Maryland Municipal League Conference Material	M307	103J	1996-2009	1 cu ft.	11/26/2014	Recycle
118	Contract between Chevy Chase Village and Charles Shaw regarding profesional landscape services	M307	105F	1994	0.05 cu ft.	11/26/2014	Recycle
119	Letter to F. Gordon Maxson regarding the roll hump in front of his house at 6320 Broad Branch Road	M307	103	1994	0.05 cu ft.	11/26/2014	Recycle
120	Compensation survey of Maryland Local Governments	M307	103F	2007	0.05 cu ft.	11/26/2014	Recycle
121	Copy of Montgomery County's Department of Environmental Protection meeting notes	M307	103J	1992-1994	0.05 cu ft.	11/26/2014	Recycle
122	Copy of Montgomery County Building Code	M307	103J	1999	0.05 cu ft.	11/26/2014	Recycle
123	Correspondence to resident regarding the formation of the Long Range Park Planning Committee	M307	103B	1994	0.05 cu ft.	12/05/2014	Recycle
124	Montgomery County Municipal Tax Duplication Program Instructions for preparing reimbursement forms	M307	103J	1992-1995	0.05 cu ft.	12/05/2014	Recycle
125	Report of Investment Activities Chapter 611 for Chevy Chase Village	M307	103J	1992	0.05 cu ft.	12/05/2014	Recycle

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126	Memo regarding the Village providing refuse collection to the Chevy Chase Post Office	M307	103E	1988	0.05 cu ft.	12/05/2014	Recycle
127	Police Memorandum of Understanding	M307	103E	1995	0.05 cu ft.	12/05/2014	Recycle
128	Correspondence regarding the incorporation of Rollingwood Village of Chevy Chase	M307	103E	2007	0.05 cu ft.	12/05/2014	Recycle
129	Planting standards in Village Right of Ways	M307	103J	1998	0.05 cu ft.	12/05/2014	Recycle
130	Montgomery County Parking Ticket Contract	M307	105F	1990	0.05 cu ft.	12/05/2014	Recycle
131	Gazette articles regarding Chevy Chase Village	M307	103D	1991-1993	0.05 cu ft.	12/05/2014	Recycle
132	Brochure regarding a PC program to maximize use of Code of Ordinances	M307	103J	1993	0.05 cu ft.	12/05/2014	Recycle
133	Notice regarding a request for bid for lawn mowing services in Chevy Chase Village	M307	103D	1996	0.05 cu ft.	12/05/2014	Recycle
134	Contract for services with NZI Corporation regarding street repair services	M307	105F	1995	0.05 cu ft.	12/05/2014	Recycle
135	Certificate of Insurance from NZI Corporation for street paving services	M307	105I	1998	0.05 cu ft.	12/05/2014	Recycle
136	Incident Report regarding vehicle fire of NZI Construction's vehicle within Chevy Chase limits	M307	104D	1994	0.05 cu ft.	12/05/2014	Recycle
137	Memoranda regarding the Open Meetings Act	M307	103E	1995	0.05 cu ft.	12/05/2014	Recycle
138	Correspondence from the Montgomery Parks foundation regarding Chevy Chase Village residents' contributions to the renovation of Norwood Park	M307	103J	2005	0.05 cu ft.	12/05/2014	Recycle

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139	Noise Abatement correspondence regarding air craft noise in the Village	M307	103J	1994	0.05 cu ft.	12/05/2014	Recycle
140	Building permit applications	M307	102A	June 1989-July 1990; June 1991-July 1991	0.05 cu ft.	12/05/2014	Recycle
141	Contract with Orlando Angel regarding power washing two teak benches in Chevy Chase Village	M307	105F	1997	0.05 cu ft.	12/12/2014	Recycle
142	Janitorial Contract with P&R Enterprises	M307	105F	1994-1995	0.05 cu ft.	12/12/2014	Recycle
143	Expired building permits and applications	M307	102A	2004-2005	0.05 cu ft.	12/12/2014	Recycle
144	Correspondence to PEPCO regarding power outages	M307	103B	1999	0.05 cu ft.	12/12/2014	Recycle
145	Damage claim information for PEPCO regarding damage to Chevy Chase Village property	M307	103B	1994	0.05 cu ft.	12/12/2014	Recycle
146	Correspondence with a resident, Mr. Edward Peck regarding the installation of a slate walkway near his residence.	M307	103B	1994	0.05 cu ft.	12/12/2014	Recycle
147	Payroll procedures	M307	105C	2001	0.05 cu ft.	12/12/2014	Recycle
148	Memorandum regarding parking restrictions on the south side of Bradley Lane, and the unit blocks of Quincy, Primrose, and Oxford Streets	M307	103E	October-November 1995	0.05 cu ft.	12/12/2014	Recycle
149	Revenues regarding parking fines	M307	105D	2005-2007	0.05 cu ft.	12/12/2014	Recycle
150	Memorandum regarding a list of equipment needed by Public Works department and their usage	M307	103E	1995	0.05 cu ft.	12/12/2014	Recycle

### Destruction Certification

Shana Davis-Cook

Village Manager

3/28/2018

**Signature**

**Title**

**Date**

**Submitted:** 3/28/2018  
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## Proposal and Certificate of Records Disposition

151	Contract with Greener Pastures regarding the mowing and trimming for all grassed areas within Chevy Chase Village rights-of-ways	M307	105F	1998	0.05 cu ft.	12/12/2014	Recycle
152	Administrative permit drawings	M307	102	1997-1999	1 cu ft.	12/12/2014	Recycle
153	Interdepartmental Memorandum	M307	103E	2004	0.05 cu ft.	12/30/2014	Recycle
154	Memoriam article for resident, South Trimble	M307	103D	May7, 2000	0.05 cu ft.	12/30/2014	Recycle
155	Purchase order regarding Motorola Portable Telephones	M307	105D	1994	0.05 cu ft.	12/30/2014	Recycle
156	Copy of communications from American Personal Communication Services, L.P, to the MD National Capital Park and Planning Commission regarding a special exceptive to permit a public utility structure	M307	103	1996	0.05 cu ft.	12/30/2014	Recycle
157	Application form for reimbursement of county and municipal conversion costs to a semiannual property tax billing system	M307	103J	1995	0.05 cu ft.	12/30/2014	Recycle
158	Invitation to bid and responses for tree removal services around the Village	M307	105H	1993	0.05 cu ft.	12/30/2014	Recycle
159	Contract between Chevy Chase Village and H Burton and Sons regarding tree plantings	M307	105F	1993	0.05 cu ft.	12/30/2014	Recycle
160	Contract for tree removal with Treemasters	M307	105F	1993	0.05 cu ft.	12/30/2014	Recycle
161	Memorandum between Jerry Shiro, Village Manager, and Robert Elliott, Chairman of the Village Tree Committee regarding the planning for street tree program	M307	103E	1993	0.05 cu ft.	12/30/2014	Recycle

### Destruction Certification

Shana Davis-Cook

**Signature**

Village Manager

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## Proposal and Certificate of Records Disposition

162	Invitation, bid, and contract for tree pruning and removal in Chevy Chase Village	M307	105H, 105F	1993	0.05 cu ft.	12/30/2014	Recycle
163	Contract between Chevy Chase Village and JH Burton and Sons for spring tree planting	M307	105F	1991	0.05 cu ft.	12/30/2014	Recycle
164	List of Tree Removals	M307	103	2003-2005	0.05 cu ft.	12/30/2014	Recycle
165	Invitation, Bid, and Contract for Tree Pruning and removal	M307	105H, 105F	1992	0.05 cu ft.	12/30/2014	Recycle
166	MD Department of Natural Resources grant application regarding awarding money to local governments for the purchase and planting of trees on public property.	M307	103B	1994-1995	0.05 cu ft.	12/30/2014	Recycle
167	Invitation, bid, and contract for tree spraying and feeding in Chevy Chase Village	M307	105H, 105F	1990	0.05 cu ft.	12/30/2014	Recycle
168	Invitation to bid on Tree Planting and Tree Planting Responses	M307	105H	1993-1999	0.05 cu ft.	12/30/2014	Recycle
169	List of Tree Removals	M307	103	1990-2003	0.05 cu ft.	12/30/2014	Recycle
170	List of Tree Plantings	M307	103	2000-2005	0.05 cu ft.	12/30/2014	Recycle
171	Tree Plantings	M307	103	1993-1999	0.05 cu ft.	12/30/2014	Recycle
172	Certificate of Insurance for ArborCare	M307	105I	1995	0.05 cu ft.	12/30/2014	Recycle
173	Contract between Chevy Chase Village and Tree Masters regarding tree pruning, removal, and planting	M307	105F	2001	0.05 cu ft.	12/30/2014	Recycle
174	Report from TreeMasters regarding Hazardous Trees that are within the Village	M307	103	1994-1995	0.05 cu ft.	12/30/2014	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

175	Request for Proposal and Contrat for Tree Spraying, Fertilization, and Pruning in Chevy Chase Village	M307	105G, 105F	1995	0.05 cu ft.	12/30/2014	Recycle
176	List of Trees that were pruned	M307	103	March 1995	0.05 cu ft.	12/30/2014	Recycle
177	Old permit drawings	M307	102	2004-2008	1 cu ft.	12/30/2014	Recycle
178	Contract between Chevy Chase Village and TreeMasters regarding planting and removal of Village tree	M307	105F	1995-1996	0.05 cu ft.	12/30/2014	Recycle
179	Correspondence to Adrienne Coleman, Superintendent of Rock Creek Park regarding a proposal to restrict vehicular traffic on portions of Beach Drive during weekday non-rush hour periods	M307	103B	2003	0.05 cu ft.	12/30/2014	Recycle
180	Police Activity Reports	M307	104D	2001	0.05 cu ft.	12/30/2014	Recycle
181	Correspondence regarding unployment compensation for former Village employees	M307	103B	1994	0.05 cu ft.	12/30/2014	Recycle
182	Correspondence between Washington Gas and Chevy Chase Village regarding the excavation and replacement of pipes within Chevy Chase Village lines	M307	103	1994-2000	0.05 cu ft.	12/30/2014	Recycle
183	Memorandum of understanding between CCV and WSSC regarding notificaton of work that needs to be done byWSSC in the Village	M307	103	2001	0.05 cu ft.	12/30/2014	Recycle
184	Agreement between WSSC and CCV regarding paving	M307	103	2002	0.05 cu ft.	12/30/2014	Recycle

### Destruction Certification

Shana Davis-Cook	Village Manager	3/28/2018
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## Proposal and Certificate of Records Disposition

185	Correspondence between CCV and WSSC regarding CCV's Water Main Replacement Project	M307	103B	2002	0.05 cu ft.	12/30/2014	Recycle
186	Release form for WSSC's reimbursement of the tree that was damaged in front of 114 Grafton Street.	M307	103	2002	0.05 cu ft.	12/30/2014	Recycle
187	Correspondence with WSSC regarding locations where WSSC has made street, curb, or sidewalk cuts with CCV	M307	103B	1998, 2001-2004	1 cu ft.	12/30/2014	Recycle
188	Letter from Richard Rodin to Michael Subin regarding the reappointment of Ms. Meredith Wellington to a second term as Montgomery County Planning Boardmember	M307	103J	2003	0.05 cu ft.	12/30/2014	Recycle
189	Correspondence between the Village and Watchtower Bible and Tract Society of New York over whether Jehovah's Witnesses need to obtain a permit from the Village regarding practicing their religious ministry.	M307	103J	2002	0.05 cu ft.	12/30/2014	Recycle
190	Memoranda between Jerry Shiro, Village Manager and South Trimble regarding a comparative summary of CBD zone vs. TSM zone	M307	103E	1998	0.05 cu ft.	12/30/2014	Recycle
191	Letter from Neil Porter, Montgomery County Executive to CCV residents regarding the county's initiative to recycle 50% by 2000	M307	103	1993	0.05 cu ft.	12/31/2014	Recycle
192	Correspondence to John Talbott from Jerry Shiro regarding the possibility of the Village opening a new account at a nearby bank	M307	103	1995	0.05 cu ft.	12/31/2014	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

193	Proposal by CCV to the SHA regarding the installation of sidewalks on the east side of Brookville Road	M307	103F	1994	0.05 cu ft.	12/31/2014	Recycle
194	Correspondence between CCV and SHA regarding a sidewalk installation on Connecticut Avenue	M307	103B	1997	0.05 cu ft.	12/31/2014	Recycle
195	Correspondence between CCV and MD National Capital Park and Planning Commission regarding Belmont Avenue	M307	103J	1996	0.05 cu ft.	12/31/2014	Recycle
196	Correspondence between CCV and neighboring municipalities regarding the dedication of a portion of Brookville Road extending from Western Avenue to Bradley Lane to CCV for maintenance and control	M307	103B	1997	0.05 cu ft.	12/31/2014	Recycle
197	Correspondence between CCV and National Citizen's Bank regarding a letter of credit from Dennis LeJune and Sons, Inc.	M307	103J	1992	0.05 cu ft.	12/31/2014	Recycle
198	Correspondence between CCV and Thomas Doyle, Village Resident, regarding property rental agreements and violations to Village Code	M307	103B	1995	0.05 cu ft.	12/31/2014	Recycle
199	Incident Reports	M307	104D	2004	0.05 cu ft.	01/02/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

200	Permit Drawings for the following residences: 3708 Bradley Ln, 5806 Cedar Pkwy, 5510 Cedar Pkwy, 5515 Cedar Pkwy, 5921 Cedar Pky, 5514 Cedar Pkw, 5515 Center, Chevy Chase Circle, 5804 Connecticut Ave, 4 E. Irving, 1 E. Kirke, 10 E. Kirke, 104 E. Lenox, 119 E. Melrose, 10 Grafton, 108 Grafton, 115 Grafton, 128 Grafton, 138 Grafton, 5515 Grove St, 5621 Grove St, 106 Hesketh, 110 Hesketh, 119 Hesketh, 141 Hesketh, 24 Hesketh, 5603 Kirkside, 5800 Kirkside, 5500 Montgomery, 5513 Montgomery, 16 Newlands, 3908 Oliver, 4012 Oliver, 4103 Olive, r 4031 Oliver, 106 Oxford, 121 Primrose, 22 Primrose, 29 Primrose, 7 Primrose, 1 Quincy, 35 Quincy, 4 Quincy, 14 W. Irving, 25 W. Irving, 32 W. Irving, 18 W. Irving, 10 W. Kirke, 11 W. Kirke, 19 W. Kirke, 15 W. Lenox, 33 W. Lenox, 37 W. Lenox, 51 W. Lenox, 5 W. Melrose, 9 W. Melrose, 5604 Western, 6100 Western 114 Grafton, 142 Grafton, 146 Grafton, 5617 Grove, 108 Hesketh, 122 Hesketh, 26 Hesketh, 30 Hesketh, 5700 Kirkside, 5608 Montgomery, 3929 Oliver, 23 W. Irving	M307	102	1990-2004	1 cu ft.	01/02/2015	Recycle
201	Permit Drawings: for 5609 Belmont Ave, 3706 Bradley Ln, 3810 Bradley Ln, 6304 Broad Branch Rd	M307	102	1996-2009	0.05 cu ft.	01/02/2015	Recycle
202	Invitation for bid and responses for stake body truck	M307	105H	1992	0.05 cu ft.	01/02/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

203	Daily Police Activity Logs	M307	104F	1999-2000	0.05 cu ft.	01/05/2015	Recycle
204	Payment Receipts for Building Permits/Tree Removals	M307	105D	1993	0.05 cu ft.	01/05/2015	Recycle
205	Election ballots and returns	M307	100E	1995	0.05 cu ft.	01/08/2015	Recycle
206	Election ballot and results	M307	100E	1998	0.05 cu ft.	01/08/2015	Recycle
207	Chevy Chase Village Elections: Question and Answer sheet	M307	103J	1995	0.05 cu ft.	01/08/2015	Recycle
208	Election Ballots and results	M307	100E	1996	0.05 cu ft.	01/08/2015	Recycle
209	Guidelines from the Board of Supervisors of Elections to Chevy chase Village regarding using Chevy Chase Village as a polling place	M307	103J	1999	0.05 cu ft.	01/08/2015	Recycle
210	Election Ballots and results	M307	100E	1999	0.05 cu ft.	01/08/2015	Recycle
211	Election Ballots and results	M307	100E	2001	0.05 cu ft.	01/08/2015	Recycle
212	Election Ballots and results	M307	100E	2002	0.05 cu ft.	01/08/2015	Recycle
213	Financial Disclosures	M307	100F	1995-2010	1 cu ft.	01/08/2015	Shred
214	Election ballots and results	M307	100E	2003	0.05 cu ft.	01/08/2015	Recycle
215	Guidelines from the Board of Supervisors of Elections to Chevy chase Village regarding using Chevy Chase Village as a polling place	M307	103J	2005	0.05 cu ft.	01/08/2015	Recycle
216	Election ballots and results	M307	100E	2005	0.05 cu ft.	01/08/2015	Recycle
217	Election ballots and results	M307	100E	2006	0.05 cu ft.	01/08/2015	Recycle
218	Election ballots and results	M307	100E	2007	0.05 cu ft.	01/08/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

219	Guidelines from the Board of Supervisors of Elections to Chevy chase Village regarding using Chevy Chase Village as a polling place	M307	103J	2008	0.05 cu ft.	01/08/2015	Recycle
220	Election ballots and results	M307	100E	2008	0.05 cu ft.	01/08/2015	Recycle
221	Election ballots and results	M307	100E	2009	0.05 cu ft.	01/08/2015	Recycle
222	Election ballots and results	M307	100E	2010	0.05 cu ft.	01/08/2015	Recycle
223	Nomination letters from residents regarding candidates running from the Board of Managers	M307	103J	2007-2012	0.5 cu ft.	01/08/2015	Recycle
224	Election ballots and results	M307	100E	2012	0.05 cu ft.	01/08/2015	Recycle
225	Election ballots and results	M307	100E	2012	0.05 cu ft.	01/08/2015	Recycle
226	FY 2004 Payroll	M307	105C	2003-2004	0.05 cu ft.	01/12/2015	Shred
227	Bank Reconciliations	M307	105D	1989	0.05 cu ft.	01/12/2015	Recycle
228	Federal and State Tax Withholding forms	M307	105C	2002-2003	0.05 cu ft.	01/12/2015	Shred
229	Resident Information forms for 1999 Village Directory	M307	103J	1999	0.05 cu ft.	01/12/2015	Shred
230	Financial Disclosures	M307	100F	1989-1994	0.05 cu ft.	01/12/2015	Shred
231	Federal and State tax withholding statements	M307	105C	1990-1991	0.05 cu ft.	01/12/2015	Shred
232	State Aid for Police Protection	M307	104F	1992	0.05 cu ft.	01/12/2015	Recycle
233	Federal and State Tax Withholding Statements	M307	105C	1990	0.05 cu ft.	01/12/2015	Shred
234	Miscellaneous files regarding Monthly Police Reports	M307	104F	1992	0.05 cu ft.	01/12/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

235	Paid Invoices to David Podolsky regarding professional services rendered through 1990	M307	105D	1987-1990	0.05 cu ft.	01/13/2015	Recycle
236	Correspondence between the Village Board, Residents, and Village Attorney	M307	103B	1988-1990	0.05 cu ft.	01/13/2015	Recycle
237	Paid Invoices to David Podolsky regarding professional services rendered through 1991	M307	105D	1990-1991	0.05 cu ft.	01/13/2015	Recycle
238	Paid Invoices to David Podolsky regarding professional services rendered through 1987	M307	105D	1986-1987	0.05 cu ft.	01/13/2015	Recycle
239	Mixed Paper/Recycling Program	M307	103J	1999	0.05 cu ft.	01/13/2015	Recycle
240	PEPCO payment receipts	M307	105D	1999	0.05 cu ft.	01/13/2015	Recycle
241	Payment receipts to Department of Public Safety and Correctional Services	M307	105D	1998	0.05 cu ft.	01/13/2015	Recycle
242	Personnel file on Lisa Roskin: 12/23/1999	M307	101B	1999	0.05 cu ft.	01/13/2015	Shred
243	Quarterly Contributions by employees to Principal Financial Group	M307	105F	1995-2000	0.5 cu ft.	01/13/2015	Shred
244	Payment receipts for heat pump	M307	105D	1988	0.05 cu ft.	01/14/2015	Shred
245	Contract with Dennis LeJeune and Sons regarding renovation work for Chevy Chase Village Hall	M307	105F	1991	0.5 cu ft.	01/14/2015	Recycle
246	Request for bids and responses regarding the Village Hall Renovation	M307	105H	1991	0.05 cu ft.	01/14/2015	Recycle
247	Correspondence between the Village Manager and Leizure and Associations regarding a fire damage claim	M307	103B	1993	0.05 cu ft.	01/14/2015	Recycle

### Destruction Certification

Shana Davis-Cook	Village Manager	3/28/2018
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## Proposal and Certificate of Records Disposition

248	Proposal for alterations to the Business Office of Chevy Chase Village Hall	M307	105G	1991	0.05 cu ft.	01/14/2015	Recycle
249	Bids for kitchen equipment	M307	105H	1990	0.05 cu ft.	01/14/2015	Recycle
250	Kitchen Equipment Contract with David B. Lewis, Ltd.	M307	105F	1990	0.05 cu ft.	01/14/2015	Recycle
251	Building Permit Applications and Drawings	M307	102	1996-2008	0.1 cu ft.	01/14/2015	Recycle
252	Federal Tax Withholding Forms	M307	105D	1990	0.05 cu ft.	01/14/2015	Shred
253	Request for Proposal: Street Evaluation Project	M307	105G	1993	0.05 cu ft.	01/14/2015	Recycle
254	Audit Consulting Contract between the Village and Wooden and Benson regarding the Audit for FY 2001	M307	105F	2001	0.05 cu ft.	01/14/2015	Recycle
255	Electric Deregulation Correspondence	M307	103J	2001	0.05 cu ft.	01/14/2015	Recycle
256	Contract between Chevy Chase Village and Unity Disposal and Recycling	M307	105F	2001-2010	0.05 cu ft.	01/14/2015	Recycle
257	Contract for Village Hall Sidewalk Replacement	M307	105F	1995	0.05 cu ft.	01/15/2015	Recycle
258	Montgomery County Emergency Planning	M307	103J	1987	0.05 cu ft.	01/14/2015	Recycle
259	Chevy Chase Village Hall Exterior Renovation request for Proposal	M307	105G	1993	0.05 cu ft.	01/15/2015	Recycle
260	Request for Service regarding maintenance in the Village	M307	103M	2002	0.05 cu ft.	01/15/2015	Recycle
261	Montgomery County Cable TV Contracts/Communications	M307	105F	1987	0.05 cu ft.	01/14/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

262	Personnel file for Kenneth Guth: Termination Date: 2007	M307	101B	2007	0.05 cu ft.	01/15/2015	Shred
263	Personnel file for Dametries Jennings: Termination Date: 2008	M307	101B	2008	0.05 cu ft.	01/15/2015	Shred
264	Personnel file for David Ball: Termination date: 2007	M307	101B	2007	0.05 cu ft.	01/15/2015	Shred
265	Personnel file for Curtis Andre: Termination date: 2007	M307	101B	2007	0.05 cu ft.	01/15/2015	Shred
266	Personnel file for Keyaak Ridgell-Barnum: Termination date: September 10, 2009	M307	101B	2009	0.05 cu ft.	01/15/2015	Shred
267	Personnel file for Officer Steven Jones: Termination Date: July 4, 2008	M307	104E	2008	0.05 cu ft.	01/15/2015	Shred
268	Personnel file for Michael Waterman: Termination Date: March 6, 2009	M307	101B	2009	0.05 cu ft.	01/15/2015	Shred
269	Personnel File for Officer Edgar Vallejo: Termination Date: January 10, 2010	M307	104E	2010	0.05 cu ft.	01/15/2015	Shred
270	Personnel File for Manuel Bermudez: Termination Date: 2006	M307	101B	2006	0.05 cu ft.	01/15/2015	Shred
271	Personnel File for Nicolle Townes: Termination Date: April 8, 2008	M307	101B	April 8, 2008	0.05 cu ft.	01/15/2015	Shred
272	Personnel File for Elizabeth Weston. Termination Date: 1/20/2008	M307	101B	2008	0.05 cu ft.	01/15/2015	Shred
273	Personnel File for Officer William McCeney. Termination Date: 2000	M307	104E	2000	0.05 cu ft.	01/15/2015	Shred

### Destruction Certification

Shana Davis-Cook

Village Manager

3/28/2018

**Signature**

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274	Personnel File for Judith Gann: Termination Date: 12/2004	M307	101B	2004	0.05 cu ft.	01/15/2015	Recycle
275	Personnel File for Pamela Briscoe: Termination Date: December 1996	M307	101B	1996	0.05 cu ft.	01/15/2015	Shred
276	Personnel File for Elizabeth Naru: Termination Date: 9/2007	M307	101B	2007	0.05 cu ft.	01/15/2015	Shred
277	Personnel File for Officer Omar Hasan: Termination Date: 2009	M307	104E	2009	0.05 cu ft.	01/15/2015	Shred
278	457 Plan Statements	M307	105D	2002-2008	0.05 cu ft.	01/16/2015	Shred
279	Investment Transaction Logs	M307	105D	2005-2008	0.1 cu ft.	01/16/2015	Recycle
280	Principal Pension Plan Statements	M307	105D	1996	0.05 cu ft.	01/16/2015	Shred
281	Personnel File for Officer Aaron Lesesne: Termination Date: 4/3/2008	M307	104E	2008	0.05 cu ft.	01/16/2015	Shred
282	Personnel File for Officer Travis Young: Termination Date: 9/8/2006	M307	104E	2006	0.05 cu ft.	01/16/2015	Shred
283	Personnel File for Officer Andy Taglienti: Termination Date: 7/12/2007	M307	104E	2007	0.05 cu ft.	01/16/2015	Shred
284	Personnel File for Officer Benjamin Tiongson: Termination Date: 7/16/2006	M307	104E	2006	0.05 cu ft.	01/16/2015	Shred
285	Personnel File for Officer Roy Taylor: termination Date: 2007	M307	104E	2007	0.05 cu ft.	01/16/2015	Shred
286	Personnel File for Jennifer Robert: Termination Date: 2/13/2004	M307	101B	2004	0.05 cu ft.	01/16/2015	Shred
287	Personnel File for Janell Rawlings: Termination Date: 9/7/2007	M307	101B	2007	0.05 cu ft.	01/20/2015	Shred

### Destruction Certification

Shana Davis-Cook

Village Manager

3/28/2018

**Signature**

**Title**

**Date**

**Submitted:** 3/28/2018  
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288	Employee Contribution Statements	M307	105	2004-2006	1 cu ft.	01/20/2015	Shred
289	Payment Receipts	M307	105D	2004-2008	0.05 cu ft.	01/20/2015	Shred
290	Payroll Summaries	M307	105C	2004-2008	0.5 cu ft.	01/20/2015	Shred
291	Payroll Checks	M307	105D	1993-1994	0.05 cu ft.	01/21/2015	Shred
292	FY 2002 Payroll Documents	M307	105C	2001-2002	0.5 cu ft.	01/22/2015	Shred
293	Permitting Drawings for: 2 Newlands; 4 E. Lenox; 143 Hesketh; 8 Lenox	M307	102	1997-2007	0.05 cu ft.	01/22/2015	Recycle
294	Finance and Accounting Statements	M307	105D	2004-2006	0.05 cu ft.	01/22/2015	Shred
295	Drawings for 15 W. Lenox; 3 Newlands; 15 W. Lenox; 45 W. Lenox; 205 Primrose; 20 W. Lenox; 21 E. Melrose; 5 Quincy Street; 1 Quincy Street; 3 Quincy Street; 100 Primrose; 27 Quincy Street; 4 Quincy Street; 24 Quincy Street; 1 E. Kirke Street; 2 E. Kirke Street; 10 E. Kirke Street; 23 W. Irving Street; 14 W. Irving Street	M307	102	1998-2010	0.05 cu ft.	01/27/2015	Recycle
296	Payroll Register	M307	105C	1994	0.05 cu ft.	01/27/2015	Shred
297	Copy of FY 1994 Budget Files	M307	105	1993-1994	0.05 cu ft.	01/27/2015	Shred
298	Payroll- July 1995-June 1996	M307	105C	1995-1996	0.5 cu ft.	01/30/2015	Shred
299	Request for Proposal for Independent Audit Services from Wooden and Benson, Chartered	M307	105G	2001-2004	0.05 cu ft.	02/02/2015	Recycle
300	Request for Proposal for Auditing Services from Bond Beebe	M307	105G	2001-2004	0.05 cu ft.	02/02/2015	Recycle

### Destruction Certification

Shana Davis-Cook	Village Manager	3/28/2018
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## Proposal and Certificate of Records Disposition

301	Request for Proposal for Auditing Services from Reznick Redder and Silverman	M307	105G	2001-2004	0.05 cu ft.	02/02/2015	Recycle
302	Request for Proposal for Auditing Services from Lindsey and Salita, LLC	M307	105G	2001-2004	0.05 cu ft.	02/02/2015	Recycle
303	Drawings for: 3 Primrose; 1 Primrose; 5904 Connecticut Avenue; 6000 Connecticut Avenue; 6403 Connecticut Avenue	M307	102	1996-2001	0.1 cu ft.	02/10/2015	Recycle
304	Drawings for 12 Primrose; 29 Primrose; 22 Primrose; 5604 Kirkside Drive	M307	102	1998-2008	0.05 cu ft.	02/20/2015	Recycle
305	Request for bids for landscaping services around Chevy Chase Village	M307	105G	2009	0.05 cu ft.	03/13/2015	Recycle
306	Request for proposal for new street lamp installation in Chevy Chase Village	M307	105G	2009	0.05 cu ft.	03/13/2015	Recycle
307	request for proposal for village newsletter	M307	105	2006-2007	0.05 cu ft.	03/13/2015	Recycle
308	Healthcare enrollment forms	M307	105F	1999	0.05 cu ft.	03/20/2015	Shred
309	Law Enforcement Liability Policy Renewal	M307	105F	1994	0.05 cu ft.	03/20/2015	Recycle
310	Bank Deposits	M307	105D	1998	0.05 cu ft.	03/20/2015	shred
311	Correspondence between the Village Manager and the Local Government Insurance Trust regarding policy renewal	M307	105F	2001	0.05 cu ft.	03/20/2015	Recycle
312	Federal and state tax withholding statements	M307	105C	1997,1999	0.05 cu ft.	03/20/2015	shred
313	McFarlin Village Insurance documents	M307	105F	1994	0.05 cu ft.	03/20/2015	shred
314	L.P. Biaer insurance company contract with the Village	M307	105F	1994	0.05 cu ft.	03/20/2015	shred

### Destruction Certification

Shana Davis-Cook	Village Manager	3/28/2018
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## Proposal and Certificate of Records Disposition

315	Local Government Insurance Trust Agreement	M307	105F	1998	0.05 cu ft.	03/20/2015	Recycle
316	Permit for 26 W. Kirke Street; 5611 Kirkside Drive; 27 W. Kirke Street; 5515 Grove Street;	M307	102	2000; 2003	0.05 cu ft.	03/23/2015	Recycle
317	General Liability Policy	M307	105F	1989-1990	0.05 cu ft.	03/27/2015	Recycle
318	Form 941 Federal Withholding and FICA	M307	105C	1991-1992	0.05 cu ft.	03/30/2015	Shred
319	Matured CDs	M307	105	2005-2006	0.05 cu ft.	03/30/2015	Shred
320	Investment Reports (Morgan Stanley, Smith Barney, Merrill Lynch)	M307	105	1997-2009	1 cu ft.	03/30/2015	Shred
321	Investment Reports	M307	105	1997	0.05 cu ft.	03/31/2015	Recycle
322	Audit FY 93-94 Final Report	M307	105	1993-1994	0.05 cu ft.	03/31/2015	Recycle
323	Insurance Claims	M307	105	2000-2001	0.05 cu ft.	03/31/2015	Recycle
324	Treasury bills	M307	105	1998-2003	0.5 cu ft.	03/31/2015	Recycle
325	Permit drawings for: 5516 Center Street; 5511 Center Street; 5519 Center Street	M307	102	2005	0.5 cu ft.	03/31/2015	Recycle
326	State Police Grant/Highway User Grant Parking Fine Revenue Reports	M307	105	2007-2009	0.05 cu ft.	03/31/2015	Shred
327	Annual Statement of Deposits and Filings	M307	105C	2002-2011	0.5 cu ft.	04/01/2015	Shred
328	Municipal Tax Duplication	M307	105	2001-2009	0.5 cu ft.	04/01/2015	Shred
329	Cable Franchise Fee Revenue	M307	105	2007-2009	0.05 cu ft.	04/01/2015	Shred
330	Potential employees' Resumes	M307	103	2002-2003	0.5 cu ft.	04/01/2015	Recycle
331	Hall Rental Applications	M307	103K	1995-1996	0.05 cu ft.	04/01/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

332	Request for bids and responses for assessment of existing building systems	M307	105H	1998	0.05 cu ft.	04/02/2015	Recycle
333	Investment Reports	M307	105	2007-2010	0.5 cu ft.	04/02/2015	Shred
334	Personnel Record for Rebecca Tate: Termination Date: 1/20/2010	M307	101B	2007-2010	0.05 cu ft.	04/10/2015	Shred
335	Personal Services agreement and invoices between Chevy Chase Village and Mr. Gus Bauman for legal services	M307	105D	1997	0.05 cu ft.	04/10/2015	Recycle
336	Personnel Record for Monroe Farewell: Termination Date: 2007	M307	101B	2007	0.05 cu ft.	04/10/2015	Shred
337	Personnel Record for John Huffstetler: Termination Date: April 15, 2010	M307	101B	2005-2010	0.05 cu ft.	04/15/2015	Shred
338	Personnel Record for Dianna Reed: Termination Date: April 14, 2010	M307	101B	2010	0.05 cu ft.	04/15/2015	Shred
339	Request for proposal and response for independent financial services for FY 1997	M307	105G	1996-1997	0.05 cu ft.	04/17/2015	Recycle
340	Request for bids and responses to Survey Services	M307	105H	1993	0.05 cu ft.	04/24/2015	Recycle
341	Principal Financial Correspondence Letters	M307	105	1993	0.05 cu ft.	04/24/2015	Shred
342	Invitation for bids for the Primrose Street Storm Drain	M307	105H	2005	0.05 cu ft.	04/24/2015	Recycle
343	Standard Insurance Company: Application for Group Insurance	M307	105	1993	0.05 cu ft.	04/24/2015	Shred
344	Village Police Activity Memos	M307	104F	1997	0.05 cu ft.	04/29/2015	Recycle

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## Proposal and Certificate of Records Disposition

345	Request for bids and responses for the Village Hall Renovations	M307	105H	1993	0.05 cu ft.	04/29/2015	Recycle
346	Contract with Spectrum Printing and Graphics	M307	105F	2006-2009	0.05 cu ft.	05/07/2015	Recycle
347	Request for bids for installation of a Village Security System	M307	105H	2006	0.05 cu ft.	05/07/2015	Recycle
348	Refuse and Recycling Contract with Wildcat Refuse	M307	105F	1996-1997	0.05 cu ft.	05/08/2015	Recycle
349	Contract with Chevy chase Village and Richter and Associates regarding installation of the conduit system for undergrounding the existing overhead primary wire along Connecticut Avenue between Chevy Chase Circle and Bradley Boulevard	M307	105F	2006	0.05 cu ft.	05/08/2015	Recycle
350	Proposal from AccuTech Systems for field cameras	M307	105G	2006	0.05 cu ft.	05/08/2015	Recycle
351	Certificates of Insurance	M307	105I	1995-2005	0.5 cu ft.	05/08/2015	Recycle
352	Request for bids and responses regarding refuse and recycling collection	M307	105H	2005-2008	0.05 cu ft.	05/08/2015	Recycle
353	Drawings for 5 Chevy Chase Circle	M307	102	2002-2010	0.05 cu ft.	05/08/2015	Recycle
354	Contract between Chevy Chase Village and Stegman and Company for Audit Services	M307	105F	2007	0.05 cu ft.	05/08/2015	Recycle
355	Request for proposals regarding a comprehensive review of staff levels and capabilities	M307	105G	2007	0.05 cu ft.	05/08/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

356	Contract between Chamberlain Contractors, Inc and Chevy Chase Village regarding grind, mill, patch and resurface roadway pavement services	M307	105F	2005-2008	0.05 cu ft.	05/08/2015	Recycle
357	Contract between Chevy Chase Village and KCI Technologies for preparation of a concept plan for implementation of an underground conduit engineering project	M307	105F	January-March 2009	0.05 cu ft.	05/08/2015	Recycle
358	Request for proposals and responses for a comprehensive organizational review and staffing assessment of Chevy Chase Village	M307	105G	2007	0.05 cu ft.	05/08/2015	Recycle
359	Request for bids regarding street maintenance services to Chevy Chase Village	M307	105H	2001	0.05 cu ft.	05/08/2015	Recycle
360	Contract between Chevy Chase Village and Management Partners, Inc regarding executive recruitment consulting services to recruit a new Village Manager	M307	105F	2009	0.05 cu ft.	05/08/2015	Recycle
361	Correspondence regarding Refuse and Recycling Services	M307	103B	2001	0.05 cu ft.	05/08/2015	Recycle
362	Contract between Chevy chase Village and A Matter of Record regarding recording services for Village Board Meetings	M307	105F	2009	0.05 cu ft.	05/08/2015	Recycle
363	Alarm Permit Applications	M307	103J	1994	0.5 cu ft.	05/08/2015	Recycle
364	Drawings for 14 Newlands	M307	102	1998-1999	0.05 cu ft.	05/08/2015	Recycle
365	Contract with InCar Digital Video Systems	M307	105F	April 2008-April 2009	0.05 cu ft.	05/26/2015	Recycle
366	Contract for Irrigation Services	M307	105F	July 2005-July 2008	0.05 cu ft.	05/26/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

367	Request for proposal for a complete comprehensive review on the staffing levels of the Village's government	M307	105F	2006	0.05 cu ft.	05/26/2015	Recycle
368	Contract for landscaping services	M307	105F	March 1, 2006-March 31, 2006	0.05 cu ft.	05/26/2015	Recycle
369	Tree Maintenance/Care Bids and Contract	M307	105H; 105F	October 2005-June 2008	0.05 cu ft.	05/26/2015	Recycle
370	Request for proposals and responses for Underground Conduit Engineering Services	M307	105F	2008	0.05 cu ft.	05/26/2015	Recycle
371	Request for bids and contract for janitorial services	M307	105H; 105F	July 2006-June 2009	0.05 cu ft.	05/26/2015	Recycle
372	Contract with TruGreen for landscaping maintenance services	M307	105F	March 2006-February 2009	0.05 cu ft.	05/26/2015	Recycle
373	Invoices from Chamberlin Contracting regarding milling, asphalt, concrete base repair and patch	M307	105D	2005-2008	0.05 cu ft.	05/28/2015	Recycle
374	Invoices from F. O'Day regarding milling work	M307	105D	2008	0.05 cu ft.	05/26/2015	Recycle
375	Request for bids and contract for street repair and resurfacing	M307	105F, 105H	September 2005-October 2005	0.05 cu ft.	05/26/2015	Recycle
376	Contract with Spectrum for newsletter printing services	M307	105F	2006-2007	0.05 cu ft.	06/01/2015	Recycle
377	Invoices from Spectrum regarding production of the Village newsletter	M307	105D	2004-2009	0.05 cu ft.	06/01/2015	Recycle
378	Contract with Francis O. Day for grinding, milling and patching Village roadways	M307	105F	May 2008-December 2009	0.05 cu ft.	06/01/2015	Recycle

### Destruction Certification

Shana Davis-Cook

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Village Manager

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## Proposal and Certificate of Records Disposition

379	Contract with A. Thomas Morton for survey and subsurface utility engineering services in the Village	M307	105F	May 2008-June 2009	0.05 cu ft.	06/01/2015	Recycle
380	Contract with Rummell, Klepper and Kahl regarding photometric analysis and engineering services	M307	105F	September 2006-September 2009	0.05 cu ft.	06/01/2015	Recycle
381	Contract with Columbia Telecommunications Corporation for evaluating communications and utility resources within Chevy Chase Village	M307	105F	July 2004-June 2007	0.05 cu ft.	06/01/2015	Recycle
382	Contract with EDAW, Inc for professional construction design services for the renovation of the Triangle Park	M307	105F	December 2008-January 2009	0.05 cu ft.	06/01/2015	Recycle
383	Contract with Mid-Atlantic Inspection Services for permitting and code enforcement services	M307	105F	September 2009-February 2010	0.05 cu ft.	06/01/2015	Recycle
384	Contract with Mindy's Catering for catering services for the Village's Holiday Party	M307	105F	December 2009	0.05 cu ft.	06/01/2015	Recycle
385	Contract with Treemasters for insect, pest, disease control, fertilization, pruning and removal services to the Village as part of the Village's Tree Maintenance Program	M307	105F	October 2005-June 2009	0.05 cu ft.	06/01/2015	Recycle
386	Contract with Calvert Design Group for custom website design and building services for the Chevy Chase Village government website	M307	105F	August 2008-July 2009	0.05 cu ft.	06/01/2015	Recycle
387	Contract with Candice Bennett & Associates regarding resident satisfaction survey	M307	105F	July 2009-November 2009	0.05 cu ft.	06/01/2015	Recycle

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## Proposal and Certificate of Records Disposition

388	Contract with Treemasters for tree maintenance within Chevy Chase Village	M307	105F	October 2005-June 2009	0.05 cu ft.	06/12/2015	Recycle
389	Proposal from McCartney Lewis Architects for Village Hall Renovations	M307	105G	1994	0.05 cu ft.	06/23/2015	Recycle
390	Proposal from Peterson and Collins Inc regarding Village Hall Renovations	M307	105G	1994	0.05 cu ft.	06/23/2015	Recycle
391	Contract between Chevy Chase Village and Bowie Gridley Architects for the development of a master plan for the Chevy Chase Village Hall and grounds	M307	105F	1998	0.05 cu ft.	06/23/2015	Recycle
392	Nextel proposal for communications center	M307	105F	2000	0.05 cu ft.	06/24/2015	Recycle
393	Correspondence with residents regarding the Village Hall renovation plans	M307	103B	2000	0.05 cu ft.	06/23/2015	Recycle
394	Contract with Chevy Chase Village and Nardi Construction for renovation of 15,000 sf of the Village Hall	M307	105F	November 2002	0.05 cu ft.	06/23/2015	Recycle
395	Request for proposals and responses for renovation services	M307	105G	2001	0.05 cu ft.	06/23/2015	Recycle
396	Request for bids and responses for Village renovations	M307	105H	2006	0.05 cu ft.	06/26/2015	Recycle
397	Proposal from Bowie Gridley Architects regarding Architectural and Structural Drawings for Village Hall renovations	M307	105H	1999	0.05 cu ft.	06/26/2015	Recycle
398	Request for bids and responses from Peter Horton AIA & Associates regarding Chevy Chase Village renovations	M307	105H	2000	0.05 cu ft.	06/26/2015	Recycle

### Destruction Certification

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## Proposal and Certificate of Records Disposition

399	Request for proposals and responses for photometric analysis and engineering services in Chevy Chase Village	M307	105G	2008	0.05 cu ft.	06/26/2015	Recycle
400	Contract between Chevy Chase Village and Green Legacy Tree Consultants, Inc for arborist services	M307	105F	September 2008-June 2010	0.05 cu ft.	06/30/2015	Recycle
401	Drawings for: 1 E. Melrose; 7 E. Melrose; 9 E. Melrose; 12 E. Melrose; 11 E. Melrose; 111 E. Lenox; 118 E. Melrose	M307	102	1996; 2000; 2003	0.05 cu ft.	07/06/2015	Recycle
402	Drawings for: 5607 Montgomery Street; 5510 Montgomery Street	M307	102	1996; 1998	0.05 cu ft.	07/08/2015	Recycle
403	State of Maryland Pledged Securities Report	M307	103J	1997	0.05 cu ft.	07/10/2015	Recycle
404	FY 2010 Health Insurance Benefits	M307	105F	July 1, 2009-June 30, 2010	0.05 cu ft.	07/15/2015	Recycle
405	Sidewalk Hazards and Repairs	M307	103	1996-1997, 2001, 2004-2005	0.05 cu ft.	07/27/2015	Recycle
406	Insurance Litigation	M307	105	1989	0.05 cu ft.	07/28/2015	Shred
407	Drawings for 6 Newlands	M307	102	2006	0.05 cu ft.	07/29/2015	Recycle
408	Personnel File for Jesse Jones: Termination: June 24, 2010	M307	101B	2008-2010	0.05 cu ft.	08/20/2015	Shred
409	Drawings for 3 Grafton; 7 Grafton	M307	102	2006	0.05 cu ft.	08/26/2015	Recycle

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## Proposal and Certificate of Records Disposition

410	Drawings for 137 Grafton Street; 15 Grafton Street; 14 Grafton Street; 138 Grafton Street; 125 Grafton Street; 122 Grafton Street; 114 Grafton Street; 111 Grafton Street; 106 Grafton Street; 102 Grafton Street; 101 Grafton Street; 140 Grafton Street	M307	102	1995;1997-1999; 2002-2004; 2006-2007; 2009	0.05 cu ft.	09/22/2015	Recycle
411	Drawings for 3708 Bradley Lane; 5806 Cedar Pkwy; 5510 Cedar Pkwy; 5515 Cedar Pkwy; 5921 Cedar Pkwy; 5514 Center Street; 5515 Center Street; 3 Chevy Chase Circle; 5804 Connecticut Avenue; 4 E. Irving Street; 1 East Kirke Street; 10 East Kirke Street; 104 East Lenox Street; 119 East Melrose Street; 10 Grafton Street; 19 Grafton Street; 108 Grafton Street; 115 Grafton Street; 44 Grafton Street; 112 Grafton Street; 114 Grafton Street; 128 Grafton Street; 146 Grafton Street; 120 Grafton Street; 135 Grafton Street; 138 Grafton Street; 5515 Grove Street; 5617 Grove Street; 5621 Grove Street; 25 Hesketh Street; 26 Hesketh Street; 30 Hesketh Street; 106 Hesketh Street; 110 Hesketh Street; 119 Hesketh Street; 141 Hesketh Street; 122 Hesketh Street; 142 Hesketh Street; 24 Hesketh Street; 5603 Kirkside Street; 5700 Kirkside Drive; 5808 Kirkside Drive; 5500 Montgomery Avenue; 5608 Montgomery Avenue; 5513 Montgomery Avenue; 16 Newlands Street; 3929 Oliver Street; 3908 Oliver Street; 4012 Oliver Street; 4103 Olive	M307	102	1990-2009	1 cu ft.	09/23/2015	Recycle

**Destruction Certification**

Shana Davis-Cook

**Signature**

Village Manager

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	Street; 4031 Oliver Street; 2 Oxford Street; 106 Oxford Street; 121 Primrose Street; 22 Primrose Street; 29 Primrose Street; 7 Primrose Street; 1 Quincy Street; 35 Quincy Street; 4 Quincy Street; 14 West Irving Street; 23 West Irving Street; 25 West Irving Street; 32 West Irving Street; 18 West Irving Street; 10 West Kirke Street; 11 West Kirke Street; 19 West Kirke Street; 28 West Kirke Street; 15 West Lenox Street; 33 West Lenox Street; 37 West Lenox Street; 51 West Lenox Street; 5 West Melrose Street; 9 West Melrose Street; 5604 Western Avenue; 6108 Western Avenue						
412	Drawings for : 117 Oxford Street; 6100 Western Avenue; 37 West Lenox Street; 9 Magnolia Parkway; 5815 Cedar Parkway; 3706 Bradley Lane; 8 Newlands Street; 3 Newlands Street; 5608 Montgomery Street; 104 Summerfield Road; 205 Primrose Street; 4014 Oliver Street; 27 Quincy Street	M307	102	2005-2009	0.5 cu ft.	10/01/2015	Recycle
413	Village Correspondence, Miscellaneous Administrative	M307	103B	1990-1991	0.05 cu ft.	10/02/2015	Shred/Recycle
414	Request for proposals and responses for Sidewalk Improvements	M307	105G	2010	0.05 cu ft.	10/23/2015	Recycle
415	Drawings for: 5615 Grove Street; 5514 Grove Street; 5616 Grove Street; 9 Hesketh Street; 19 Hesketh Street; 24 Hesketh Street; 25 Hesketh Street; 26 Hesketh Street	M307	102	1992-2003	0.05 cu ft.	11/20/2015	Recycle

### Destruction Certification

<u>Shana Davis-Cook</u>	<u>Village Manager</u>	<u>3/28/2018</u>
<b>Signature</b>	<b>Title</b>	<b>Date</b>

**Submitted:** 3/28/2018  
**Jurisdiction:** Chevy Chase Village  
**Agency:** Government  
**Division/Unit:**

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 1150  
**MSA ID:** SE55-4938  
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## Proposal and Certificate of Records Disposition

416	Contract between Mindy's Catering and Chevy Chase Village regarding the annual Holiday Party	M307	105F	November 9, 2010	0.05 cu ft.	11/20/2015	Recycle
417	Drawings for: 105 Hesketh Street; 112 Hesketh Street; 6130 Nevada Avenue; 115 Hesketh Street	M307	102	1985, 1992, 1996, 2005, 2007	0.05 cu ft.	11/20/2015	Recycle
418	Drawings for 119, 122, 128 and 135 Hesketh Street	M307	102A	192, 1995, 2008, 2010	0.05 cu ft.	11/30/2015	Recycle
419	Drawings for 143 Hesketh Street	M307	102A	1994, 2000	0.05 cu ft.	12/01/2015	Recycle
420	General Correspondence	M307	103B	1979-1982	0.05 cu ft.	01/14/2016	Recycle
421	Drawings for 3720 Bradley Lane; 3810 Bradley Lane; 5503 Center Street; 5 Chevy Chase Circle; 108 East Lenox Street; 102 Grafton Street; 5625 Grove Street; 107 Hesketh Street; 122 Hesketh Street; 5603 Kirkside Drive; 10 Newlands Street; 4014 Oliver Street; 4012 Oliver Street; 14 Oxford Street; 108 Primrose Street; 29 Primrose Street; 35 Quincy Street; 104 Summerfield Road; 3 West Irving Street; 37 West Irving Street; 9 West Lenox Street; 6108 Western Avenue; 6 East Irving Street; 5 West Irving Street; 13 West Irving Street; 24 West Irving Street; 33 West Irving Street; 14 Grafton Street	M307	102A	2012-2015	0.05 cu ft.	02/17/2016	Recycle
422	Payroll related documents: federal and state tax withholding forms	M307	105C	1994	0.05 cu ft.	04/18/2016	Shred
423	Personnel file for : Augusto Lacayo-Gomez. Termination date: May 2011	M307	104E	2008-2011	0.05 cu ft.	06/06/2016	Shred

### Destruction Certification

<u>Shana Davis-Cook</u>	<u>Village Manager</u>	<u>3/28/2018</u>
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## Proposal and Certificate of Records Disposition

424	Personnel File for Alberto Ortiz. Termination Date: 1995	M307	104E	1990-1995	1 cu ft.	06/06/2016	Shred
425	Brookville Sidewalk Installation Contract	M307	105F	2010	0.05 cu ft.	07/15/2016	Recycle
426	Brookville Road Construction Management/Inspection Contract, Request for Bid	M307	105F	2010	0.05 cu ft.	07/15/2016	Recycle
427	Real Estate Sign Permit Application	M307	102	2008-2010	0.05 cu ft.	07/15/2016	Recycle
428	Village Directories	M307	103	1995-2010	0.5 cu ft.	07/15/2016	Recycle
429	Personnel file for: Michelle Donnelly Termination Date: June 27, 2011	M307	101B	2010-2011	0.05 cu ft.	07/15/2016	Shred
430	FY 2011 Health Insurance Benefits	M307	105F; 105G	2010-2011	0.05 cu ft.	07/15/2016	Shred
431	General correspondence regarding permitting	M307	102	1945-1981	0.05 cu ft.	08/11/2016	Recycle
432	Local Government Insurance Contracts	M307	105F	FY 2004-2011	0.05 cu ft.	08/15/2016	Recycle
433	Contract with Paul Weiger/Construction Remodeling Services for remodel of the Public Works Department	M307	105F	2011	0.05 cu ft.	08/15/2016	Recycle
434	Contract with Nature Unlimited regarding the Village's irrigation systems`	M307	105F	2011	0.05 cu ft.	08/15/2016	Recycle

### Destruction Certification

Shana Davis-Cook	Village Manager	3/28/2018
<b>Signature</b>	<b>Title</b>	<b>Date</b>